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6 April 1959

MEMORANDUM FOR:

SUBJECT: Inter-Agency Committees Chaired by CIA Representatives

1. The attached cards contain pertinent information on inter-agency committees, sub-committees and working groups supposedly chaired by a CIA Representative.

2. Robert Gray, Secretary to the Cabinet and the White House Committee Management Officer, has again requested that we review these cards to determine the accuracy and completeness of the information on them. Therefore, will you please review these to see:

a. If the data under "Terms of Reference" is given fully and accurately enough. If not then please prepare a new card in duplicate (return the old card with the new one).

b. If there are any other changes (additions, deletions, etc.) which should be made on the card to make it current, please prepare a new card.

c. If the committee has been terminated so indicate on the card.

3. If any new interdepartmental committees, sub-committees or working groups chaired by a member of your office have been established since September 1957 please fill out a new pair of cards for each, giving the data indicated on the other cards.

4. Should any of these cards refer to committees not chaired by a member of your office just return them to me with that notation. Please indicate on a 1x5 slip attached to each card the name of the individual in your organization who chairs the committee.

5. I shall appreciate your returning these cards to me no later than EOB, 10 April 1959.

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